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Chief, Classification & Wage Division

6 July 1953

25X1A ATTN :

Assistant Management Officer (DD/A Area)

Graphics Activity, LO

REFERENCE: Memo 30 June 1953 from OMD to Organization & Methods Service

1. The above referenced memo transmits a draft of a position description for the top Graphics job and calls attention to the matter of the functional responsibility for this type of work of the ORR Graphics Branch.

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2. Agency Regulation [ ] provides that the "AD for H&R shall provide-----for graphics support of CIA activities as required". In considering the question of whether the LO Graphics activity is a function formally assigned to ORR, the following must be considered:

- a. The graphics support of CIA activities to be provided by ORR is on an "as required" basis.
- b. A survey of Agency Graphics Facilities dated 9 December 1950 addressed to the then Advisor for Management indicated the existence of several such units and stated a need for a central graphics unit (in addition to other such existing units) to service requests of organizational elements with no graphics facilities.

Accordingly, I assume that the functional responsibility of the ORR Graphics Branch being qualified (however slightly) by the words "as required", was assigned with the understanding that other such elements existed in the organization.

3. Further, a study of "Centralization of Agency Graphics Facilities Within the Departmental Area", dated 28 January 1953, was submitted by OGM to the DD/A. This study, together with comments thereon, was discussed with the AD/A and it was decided to leave Agency Graphics Facilities, including one in Logistics Office, as presently established.

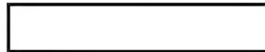
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- h. The position description attached to your memorandum accurately reflects my understanding of the graphics work to be done in Logistics Office.



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cc: Project folder "Graphics Facilities"  
Logistics Office, Chief, Administrative Staff

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